

Module 2

Chapter 1

Building Positions

Chapter Overview

Introduction This chapter explains the position structures used in the DCPDS. It outlines the data fields used in the required and Component-unique flexfields and describes the data to be entered and maintained.

Building a Position

Purpose This section guides you through the steps of building a position. A key responsibility of a Regional Service Center (RSC) or a Customer Service Unit (CSU) is the function of building positions in a serviced organization. A position is required before an applicant can be appointed.

Section Content

Topic	Page
Fields and Buttons on the Position window	3
Navigating to the Position window	4
Completing the Position window and Flexfields	6
Completing Additional Position Details window	10
Completing the Extra Position Information	12
Validating the Position	15
Building a Position Organization Address	17
Building a Virtual Position	22

Continued on next page

Building a Position, Continued

Before You Begin


- Business rules related to specific types of positions will dictate required data fields.
- Some of the most frequently used data will be initialized (auto populated) from a previous entry when you open the Flexfields. In most cases, you have the ability to override the information if incorrect or if you need to change it.
- You can validate the position at the main position window or at any of the Descriptive Flexfield windows, once all the **required data** has been input.
- At implementation of DCPDS, **Position's Organization Address (POA)** will already be loaded and will appear on the LOV in the US Government Position Group 1 Flexfield, when building a position. After implementation, if a new position address is required, you will have to build it before a position can be validated. See **Building a Position's Organization Address (POA)**.
- For new positions below the UIC or PAS Code level, the **POA** is updated locally. This information is used to populate the "**TO**" and "**FROM**" data fields on the RPA and NPA. It is not directly related or tied to the UIC/PAS organization.
- New positions need to be **linked** (added) to a position hierarchy. (See Chapter 3, Managing Position Hierarchy of this module.)
- Decisions before you begin:

If you are building one of the following positions...	Then...
<ul style="list-style-type: none"> • In a new organization 	You need to build a position's organization address (POA) using instructions in this chapter.
<ul style="list-style-type: none"> • Acquisition • Career Program • Obligated • Demo Project • National Guard 	See the Component-Unique Flexfields in the Chapter Overview.

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Building a Position, Continued


Fields and Buttons on the Position Window Some fields and buttons are unique to the Oracle application and are not being used by DoD. Others will be used as you progress through a position build as described in the following table.

Fields/Buttons	Description/Action
Dates Region 	The system populates the From data field with the current date which becomes the effective date (the date the position was established). Note: Ensure the effective date is early enough to handle any historical information you want to enter.
Name Region	Includes Position Description Number, Title, Sequence Number, Agency Number, and Position Type.
Organization	ex: HQ US Army Corps of Engineers
Location	GSA Location Code, ex: 110010001 (may be overwritten if different from the organization location)
Job	Occupational Series, ex: 2005. Supply Clerical and Technician
Status	Indicates if the position is Invalid or Valid
Occupancy	Used to identify the person who occupies the position.
Extra Information	Used to capture extra information pertaining to the position.
Work Choices	Used indicate a choice of schedule and location preference.
Validate	Used to change the position status from invalid to valid once all required data is entered and all business rules are met.
Others...	Displays the Navigation Options window.

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Building a Position, Continued

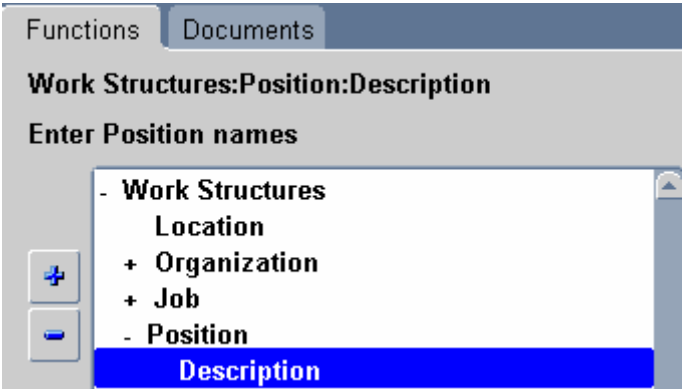
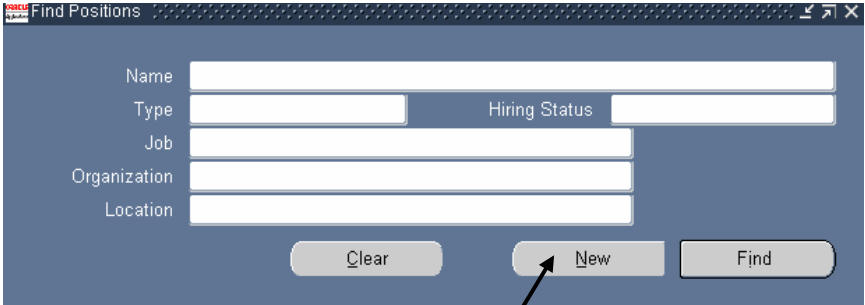
Navigating to the Position Window

Step	Action										
1	<p>Select your responsibility from the Responsibilities window, i.e., <i>CIVDOD PERSONNELIST</i>, etc.</p>  <table border="1"><thead><tr><th>Responsibility</th><th>Security Group</th></tr></thead><tbody><tr><td>CIVDOD OTA TRN ADM</td><td>Standard</td></tr><tr><td>CIVDOD PERSONNELIST</td><td>Standard</td></tr><tr><td>System Administrator</td><td>Standard</td></tr><tr><td>US Federal HR Manager</td><td>Standard</td></tr></tbody></table>	Responsibility	Security Group	CIVDOD OTA TRN ADM	Standard	CIVDOD PERSONNELIST	Standard	System Administrator	Standard	US Federal HR Manager	Standard
Responsibility	Security Group										
CIVDOD OTA TRN ADM	Standard										
CIVDOD PERSONNELIST	Standard										
System Administrator	Standard										
US Federal HR Manager	Standard										
2	<p>Click <OK>. The Navigation List displays.</p>										

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Building a Position, Continued

Navigating to the Position Window (continued)

Step	Action
1	<p>Navigation Path <i>Work Structures</i> ▾ <i>Position</i> ▾ <i>Description</i>.</p> 
2	<p>The Find Position window opens. Click the <NEW> button. (The Find Position window is also used to query a position.)</p> 

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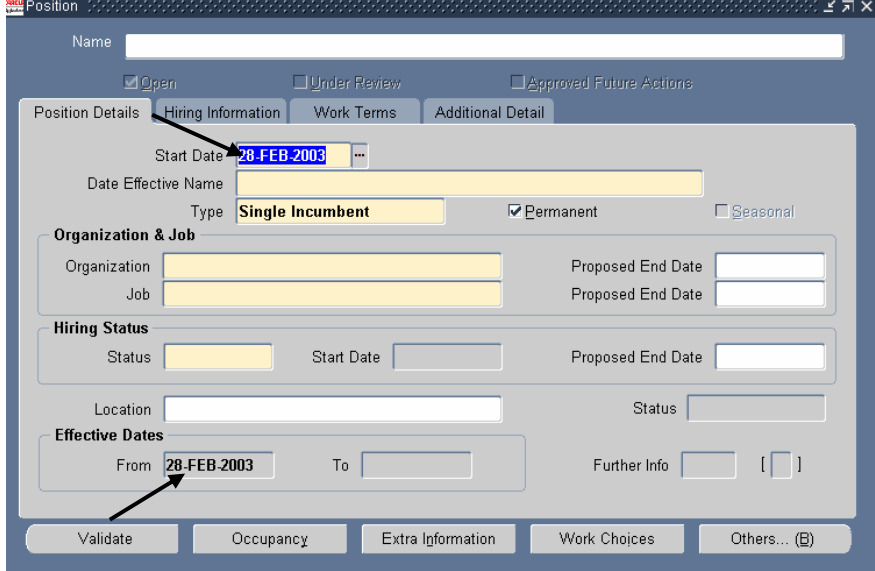
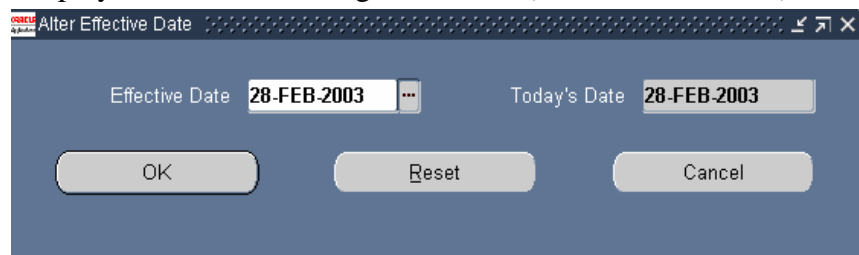
Building a Position, Continued

Completing the Position Window and Flexfields

Because of the relational database and Component-unique flexfields, only one Component was used in these steps for building a position. Thus, examples provided are generic.



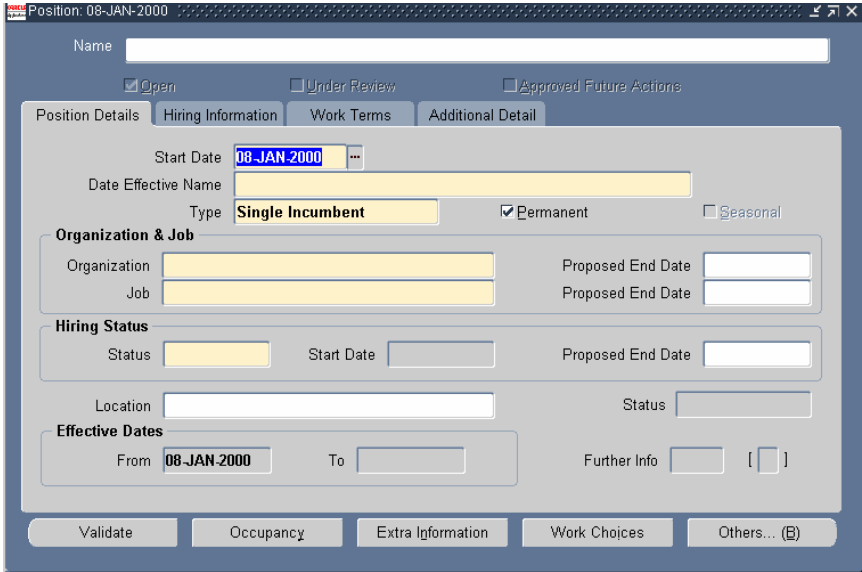
Note: Use all caps (upper case) when completing the data fields for consistency.

Step	Action
1	<p>In the Position window, the cursor is on the Start Date data field which is the same as the From Date where the current date is displayed. If you need to change it to a prior date, use the Alter Effective Date Method: Click the Alter Effective Date  icon on the Toolbar.</p> 
2	<p>The Alter Effective Date window opens with the cursor in the Effective Date data field, Change the Date to a prior date, by deleting the displayed date and entering a new date (DD-MMM-YYYY).</p>  <p>Click the <OK> button</p>

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Building a Position, Continued

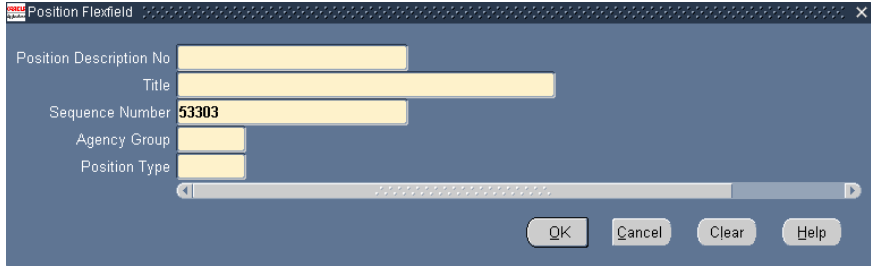
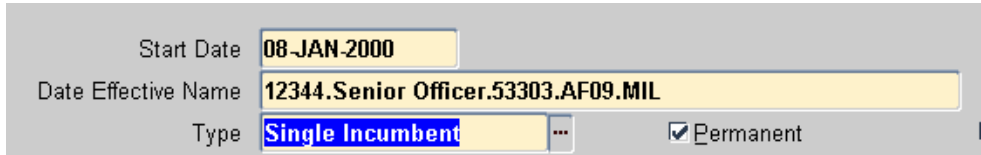
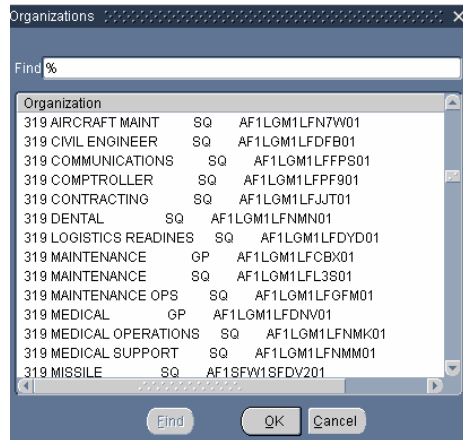
Completing the Position Window and Flexfields (continued)

Step	Action												
3	<p>The Position window returns with the new Start date. Click in the Date Effective Name field.</p>  <p>Notes: Once you save the position, you cannot go back and change the start date.</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Position Description No</td><td>All Caps, up to 15 characters.</td></tr> </tbody> </table> <p>Caution: If you build the same position in upper and lower case, the system will recognize two separate positions.</p> <table border="1"> <tbody> <tr> <td>Title</td><td>(For consistency, enter all caps, (Example: Supply Technician))</td></tr> <tr> <td>Sequence Number</td><td>System generated</td></tr> <tr> <td>Agency Group</td><td>The owning Agency Group (Example: ARMC)</td></tr> <tr> <td>Position Type</td><td>Example: APPR (LN.EXT,NAF)</td></tr> </tbody> </table>	Data Field	Description/Action	Position Description No	All Caps, up to 15 characters.	Title	(For consistency, enter all caps, (Example: Supply Technician))	Sequence Number	System generated	Agency Group	The owning Agency Group (Example: ARMC)	Position Type	Example: APPR (LN.EXT,NAF)
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Building a Position, Continued

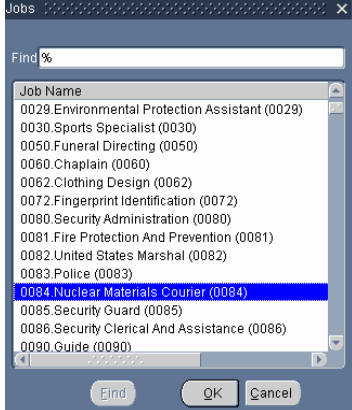
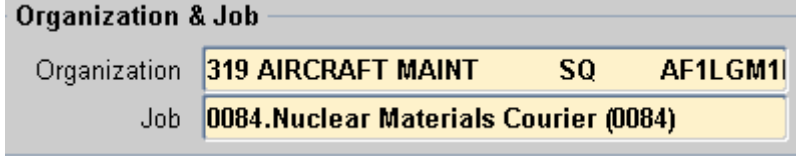


Completing the Position Window and Flexfields (continued)

Step	Action
4	<p>The Position Flexfield window opens. [Tab] to each data field and type in information and use the LOV's to enter data. Click the <OK> button</p>  <p>There are Four buttons at the bottom of each flexfield. <OK> - Enters the data and moves to the next window. <Cancel> - Exits the window without entering data. <Clear> - Deletes entered data. <Help> Will open your on-line help window for more information.</p>
	<p>The Position window displays the populated Name field.</p> 
5	<p>Click in the Organization data field and then click the LOV's icon to invoke window. Place the % in the Find data field and click the <Find> button, Highlight the organization this particular position. Click the <OK> button.</p> 

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Building a Position, Continued

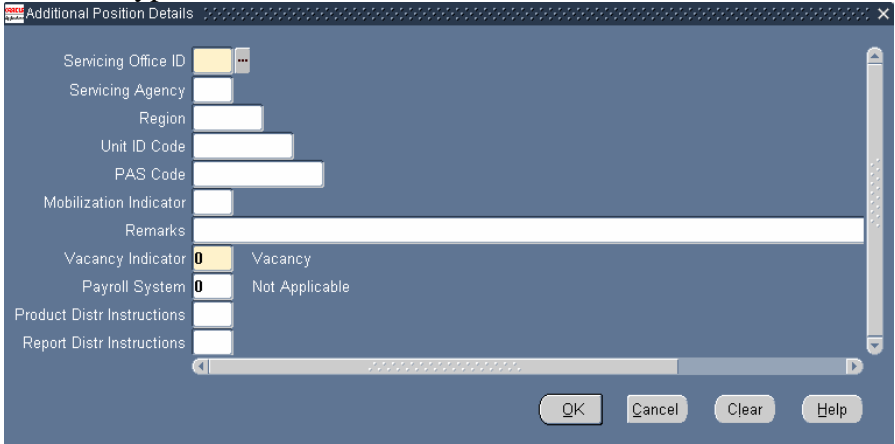

Completing the Position Window and Flexfields(continued)

Step	Action
6	<p>Click in the Job data field and then click the LOV's icon to invoke window. Place the % in the Find data field and click the<Find> button, Highlight the Job this particular position. Click the<OK> button.</p> 
	<p>The Position window displays the populated Organization and Job.</p>  <ul style="list-style-type: none"> Organizations are centrally maintained at the UIC Level and PAS Code Levels. <p>Contact your Component for adding organization to the list.</p>
	 <p>The Location (GSA Location) is auto populated from the selection of the organization.</p> <p>Note: If the duty location is different from the organization location, you can override it with the correct duty location.</p>
7	<p>Click in the Descriptive Flexfield “[]” to add additional position details.</p> 

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Building a Position, Continued


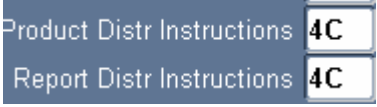

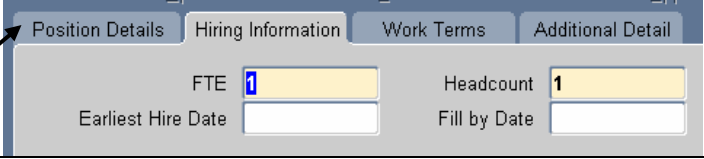


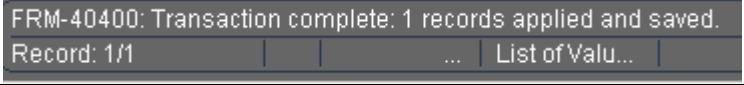
Completing Additional Position Details Window

Step	Action																				
8	<p>The Additional Position Details window opens. [Tab] to each data field and type in the information or use the LOVs to enter data.</p>  <p> Note: The <i>Servicing Office ID</i> and <i>Region</i> fields must be consistent to enable automatic population of <i>Personnel Office ID</i> in the US Government Position Group 1 Flexfield.</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td><i>Servicing Office ID</i></td><td><i>AG</i></td></tr> <tr> <td><i>Servicing Agency</i></td><td><i>AR</i></td></tr> <tr> <td><i>Region</i></td><td><i>ARNE</i></td></tr> <tr> <td><i>Unit ID Code</i></td><td></td></tr> <tr> <td><i>PAS Code</i> (AF and Air National Guard)</td><td></td></tr> <tr> <td><i>Mobilization Indicator</i></td><td>B</td></tr> <tr> <td><i>Remarks</i></td><td>Optional - enter freeform text (Used by Components for tracking purposes and will only show on this window.)</td></tr> <tr> <td><i>Vacancy Indicator</i></td><td>Defaults to 0</td></tr> <tr> <td><i>Payroll System</i></td><td>Defaults to D</td></tr> </tbody> </table>	Data Field	Description/Action	<i>Servicing Office ID</i>	<i>AG</i>	<i>Servicing Agency</i>	<i>AR</i>	<i>Region</i>	<i>ARNE</i>	<i>Unit ID Code</i>		<i>PAS Code</i> (AF and Air National Guard)		<i>Mobilization Indicator</i>	B	<i>Remarks</i>	Optional - enter freeform text (Used by Components for tracking purposes and will only show on this window.)	<i>Vacancy Indicator</i>	Defaults to 0	<i>Payroll System</i>	Defaults to D
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Building a Position, Continued

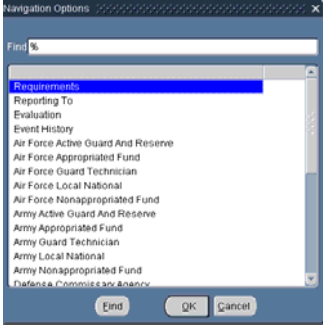
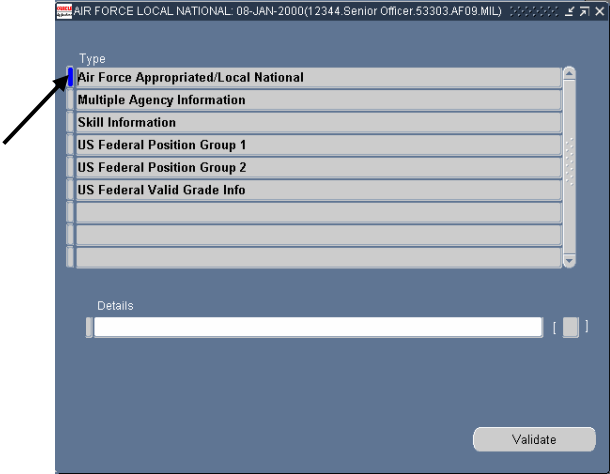


Completing Additional Position Details Window (continued)

Step	Action
8 (cont) 	<p>Note: <i>Product Distr Instructions</i> and <i>Report Distr Instructions</i> are based on <i>Servicing Office ID</i> and automatically populate during the initial entry. If you do not override (manually change) the defaults of these two elements, subsequent changes automatically populate them.</p>  <p>Caution: However, if you do override either of these two elements, and later change the <i>Servicing Office ID</i>, you must ensure the codes are correct and make changes if required.</p>
9	Click the <OK> button. The Position window displays the populated Descriptive Flexfield 
10	<p>After clicking the OK button the Hiring Information window will open displaying FTE, Enter 1 in data field. Click the Positions Details Tab to return to the Position Details window.</p> 
11	Click in the Status data field and select Active from the LOV. 
12	<p>Click the Save  icon on the toolbar. The Message Line indicates: "Transaction complete: 1 record applied and saved."</p> 
13	Click the < O thers> button at the bottom of the Position window.

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Building a Position, Continued

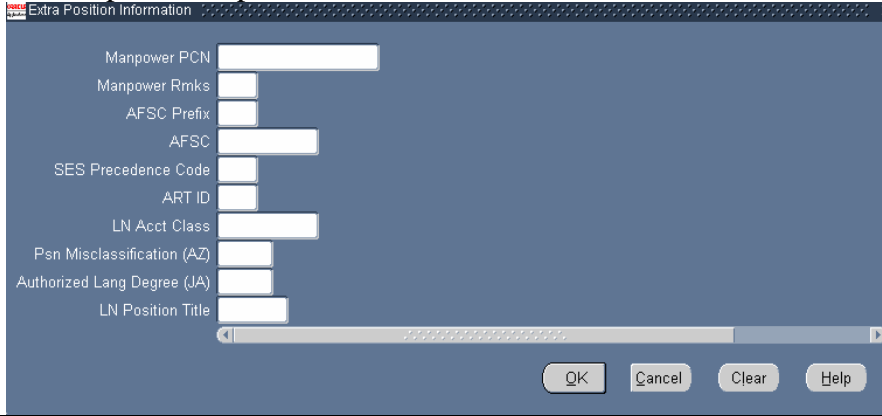
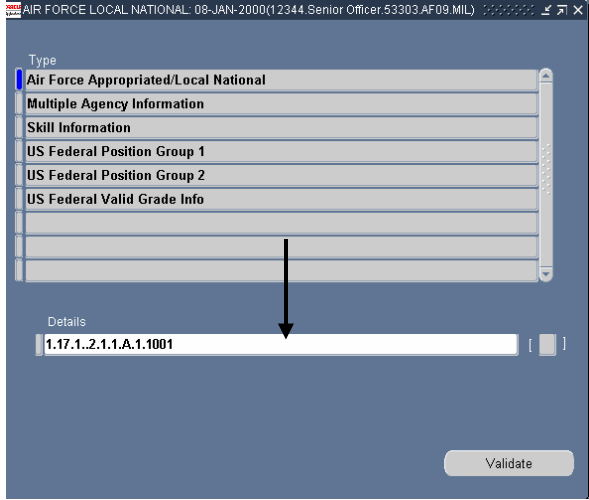

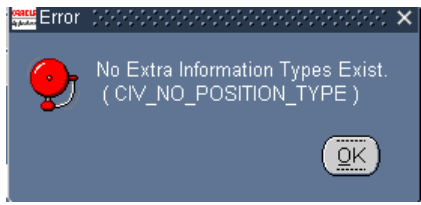
Completing the Extra Position Information

Step	Action
14	<p>The Navigation Options window opens. Use the Find function to select your agency.</p>  <p>Click the <OK> button.</p>
15	<p>Once you have selected the Agency from the Navigation Options window, the Extra Position Information Flexfield window opens with position types. Select the necessary Type. For example Air Force Appropriated/Local National.</p>  <p> Note: Display of segments may be different for each Component. And may be bypassed if not applicable to the position you're building,</p>
16	<p>Double click in the Details data field to open the Extra Position Information window.</p> 

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Building a Position, Continued

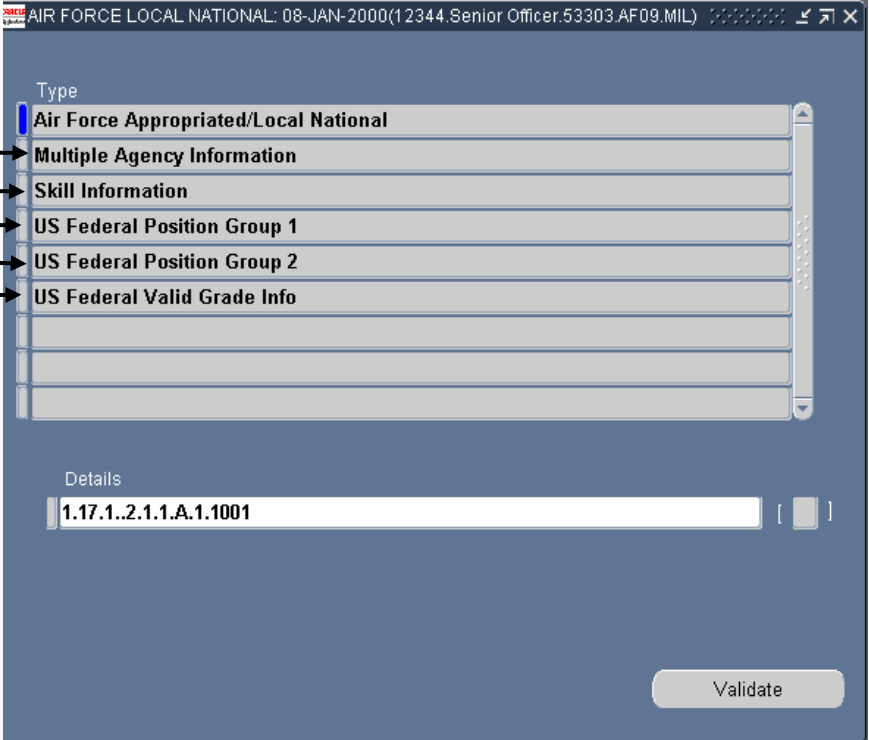

Completing the Extra Position Information (continued)

Step	Action
17	<p>Tab through each Data field and enter the appropriate information for this particular position. Click the <OK> button.</p> 
	<p>The Extra Position Information Flexfield window opens displaying the populated data in the Details field.</p>  <p> NOTE: Although <Validate> is on the window, the position cannot be validated until all required data is entered. If you try to validate the position and the required data is incomplete. You will receive an Error Message similar to the one below.</p>  <p>You will need to make all necessary corrections before validating.</p>

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Building a Position, Continued

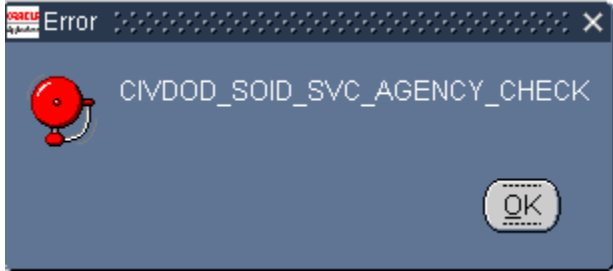

Completing the Extra Position Information (continued)

Step	Action
18	<p>Repeat the previous step for all necessary Types.</p> 
19	<p>Click the Save  icon on the toolbar. And close window</p>

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Validating the Position


Validating the Position

Step	Action	
20	On the last Extra Position Information window, click the < Validate > button.	
	If...	Then...
	If the Position doesn't validate.	<p>You will receive a dialog box with an error message of data fields to fix. Retrieve the Flexfield(s) and make corrections.</p> <p>Note: You may refer to the List of Position Data Fields with Associated Flexfield windows in the Module Overview or in the Appendix: Position Data for Components/Agencies.</p> <p>u Example:</p>  <p>After correcting, click Validate on the Extra Information Flexfield to simultaneously save your changes and validate the data. Repeat until the Position window displays "Valid" in the Status Box.</p>
	If...	Then...
	The position validates	<p>The Status Box on the Position window will show "Valid".</p> 
21	Click Save . You can now use the validated position for processing position-related RPAs.	

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Validating the Position, Continued

Exiting the Position

Step	Action
1 	Caution: If you used the <i>Alter Effective Date</i> window to change the effective date of this position, click it again and click “Reset” to change the system date back to the current date.
2	Click A ction and C lose Form on the Toolbar, or click the X at the top right hand corner on the P osition window to return the N avigation L ist.

Building a Position's Organization Address (POA)

Purpose

This section explains how to build a **Position's Organization Address (POA)**.

In This Section

The following topics are discussed:

- Accessing and Completing the Organization window.
 - Completing the Organization Classifications Flexfield and Completing the US Government Organization Report Information.
-

Definition

Position's Organization - populates the "**TO**" and "**FROM**" data fields on the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA). The position's organization is the "address" of the position, equivalent to the Table 30 in Legacy; the one POA code is also known as an "Org Component".

- When you build the position address, it will be available in building a position for a new organization.
 - The Position's Organization data field is located in the **Extra Position Information** window in the *US Government Position Group 1* Flexfield window.
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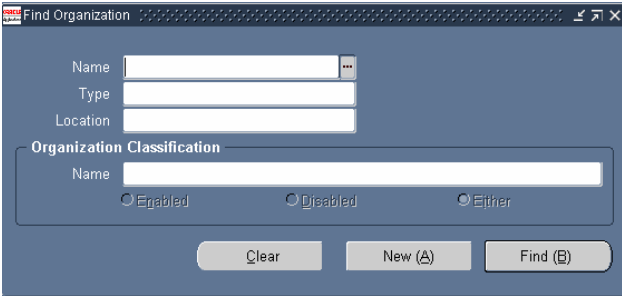

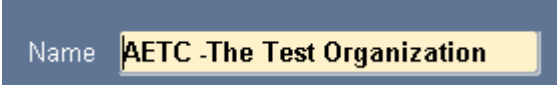

Who Uses and Maintains

Personnelist designated by their Component will maintain and use the POA.

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Building a Position's Organization Address (POA)

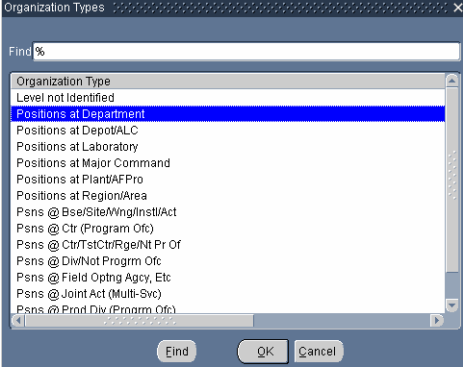

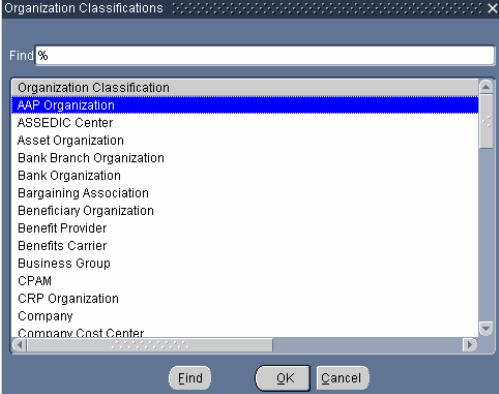
Accessing and Completing the Organization window

Step	Action
1	Navigation Path \square <i>Work Structures</i> \square <i>Organization</i> \square <i>Custom</i> \square <Open> .
2	<p>The Find Organization window opens. Click the <New> button</p> 
3	<p>The Organization window opens with the From Date data field auto populated and the Internal or External data field populated with "Internal".</p> 
4	<p>In the Name data field on the Organization window, Type in a unique name to identify the position's address (Ex: AETC-CPCH).</p>  <p>Note:</p> <ul style="list-style-type: none"> If you built the position earlier, or will be effecting the action prior to the current date, set the Alter Effective Date  to match, otherwise, you will get a "Date warning message". <p>Do not complete Location or Location Address.</p>

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Building a Position's Organization Address (POA), Continued



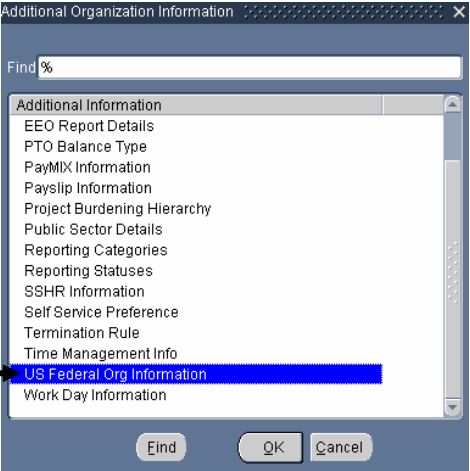
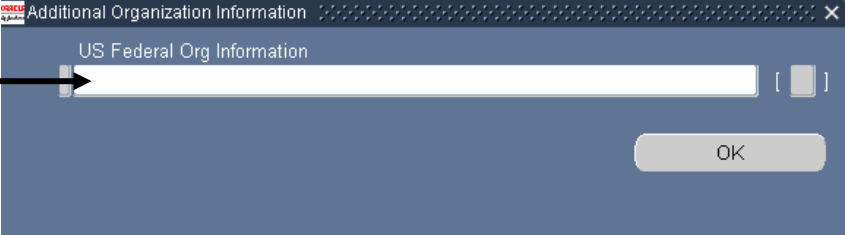
Accessing and Completing the Organization window (continued)

Step	Action
5	<p>After entering a Name, tab to "Type" select an Organization Type from the LOV's,</p>  <p>Click <OK> and Save work.</p>
6	<p>Click in Organization Classification Name data field.</p>  <p>"HR Organization" replaces "Position's Organization" in the previous data field and "Position's Organization Address" populates the following data field. Both Enabled check boxes are now activated.</p>
7	<p>Click the LOV's icon to open the Organization Classification window. Highlight the correct Organization and click the<OK> button.</p> 

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Building a Position's Organization Address (POA), Continued

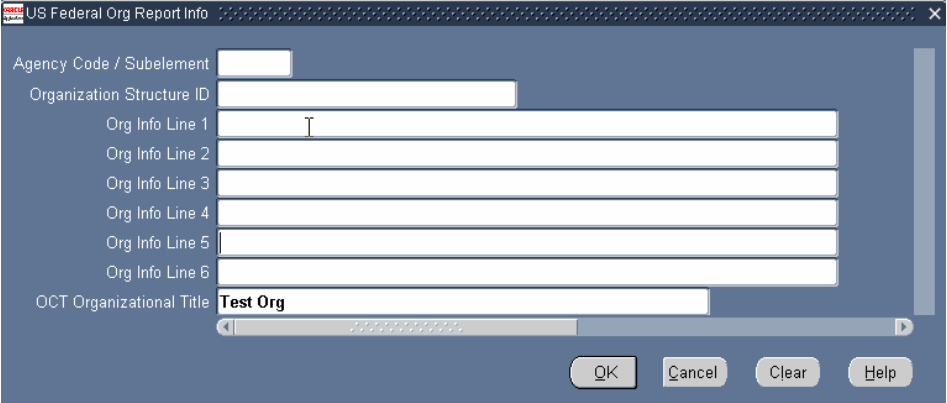
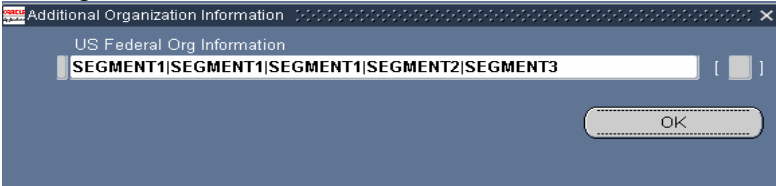

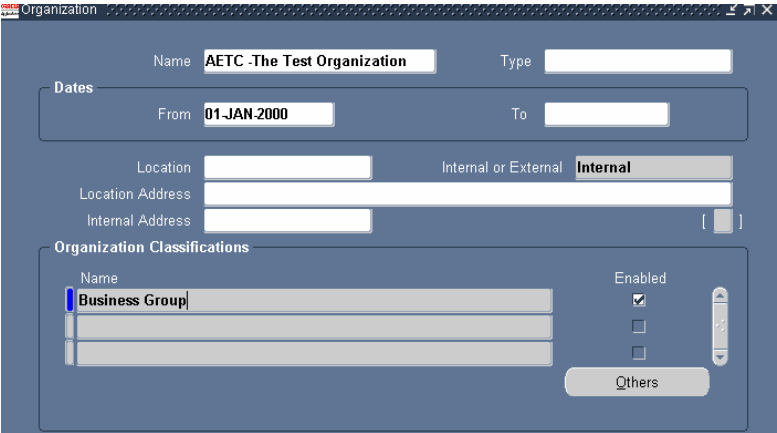

Completing the Additional Organization Information Flexfield

Step	Action
8	Click the Enabled box to enable organization. 
9	Click the Save Icon  in the main menu bar.
10	Click the <Others> button to open The Additional Organization Information window. Select the <i>US Federal Org Report Info</i> . Click the <OK> button. 
11	The Additional Organization Information window opens. Double Click the blank data field. 

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Building a Position's Organization Address (POA), Continued

Completing the Additional Organization Information Flexfield (continued)

Step	Action
12	<p>Skip the first 2 POA blocks, Enter address then click the <OK> button</p> 
13	<p>The Additional Organization Information detail is populated with the position's organization Address.</p>  <p>Click the  icon. Then click the <OK> button.</p>
14	<p>The Organization window opens. The new Position's Organization Address (POA) is now available in position by clicking the LOV for Position's Organization in <i>US Government Position Group 1</i> Flexfield window.</p> 
14	Click  to close the window.

Building a Virtual Position

Purpose

This section explains how to build virtual positions. Virtual positions are required for:

- Placeholders for a military supervisor.
- External users who have a need to be in the database to perform their duties, but are not assigned to an organization in the database.

An example of a Navy military virtual position is being used for illustration purposes.

Before You Begin

Virtual positions are:

- Required when supervisors of civilian employees are not in the database, i.e., military supervisors of civilian employees (**Job** series = **0002**; **Type** = **MIL**).
- Required for **external users**, i.e., personnelists performing servicing duties for a region other than the one to which assigned as an employee (**Job** series = **0003**; **Type** = **EXT**).

Note: Based on work assignments, a personnelist who services employees in a different region will be assigned two positions:


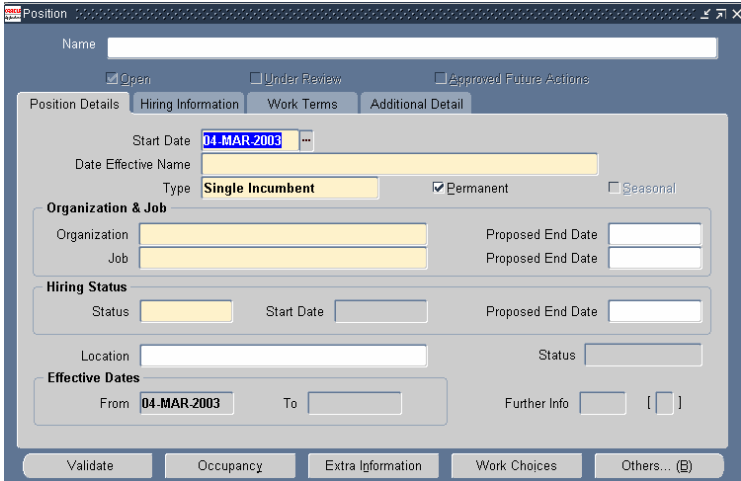
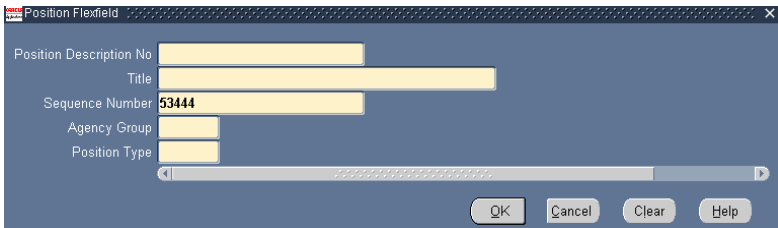




1. A regular position at the work site with appropriate **Job** series.
 2. A virtual “**external user**” position in the database at a different region than the one assigned to with a **Job** series of 0003.
- All the data fields are not required as they are for an appropriated position.
 - The position must be placed in the hierarchy to maintain chain-of-command.
 - If you have only one civilian position, i.e. secretary, who reports to a military supervisor, you will still need to build a virtual position for the military supervisor.

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Building a Virtual Position, Continued

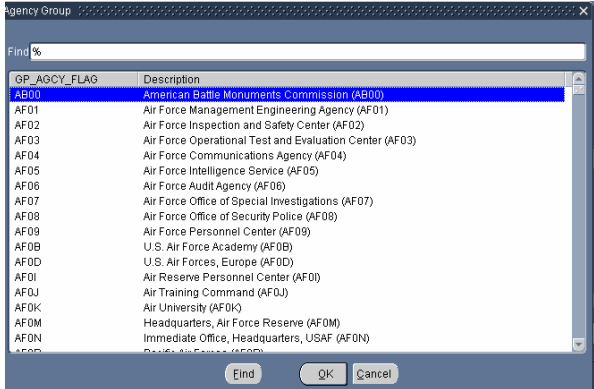
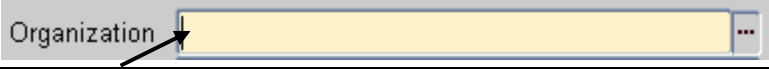
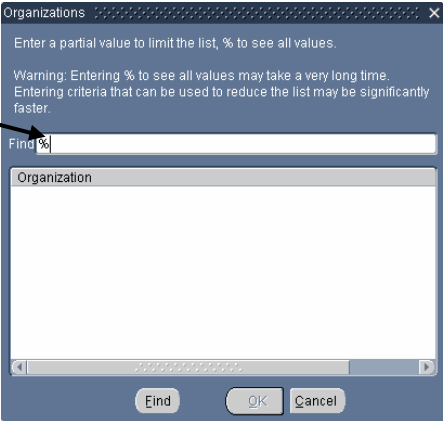
Completing the Position Window (Ex: Navy Virtual Position)

Step	Action
1	<p>Navigation Path <i>Work Structures</i> <i>Position</i> <i>Description</i> <Open>.</p>
2	<p>The Find Positions window opens. Click the <NEW> button</p> 
3	<p>In the Position window, click in the <i>Date Effective Name</i> field.</p> 
4	<p>The Position Flexfield window opens. Use all caps in the Position Description No field, Then tab to each field and use the LOV's to enter the data.</p>  <p> Note: Remember this number if you want to retrieve the position later.</p> <p> Caution: If you use all upper or all lower case in the position name, the system recognizes them as two separate positions.</p>

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Building a Virtual Position, Continued

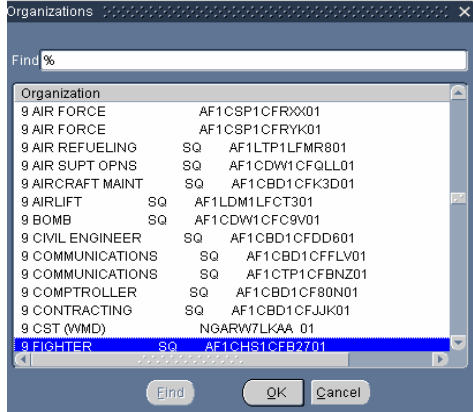
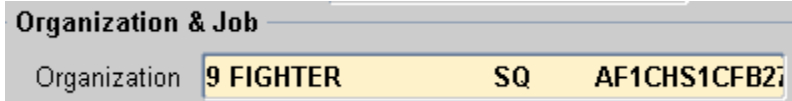
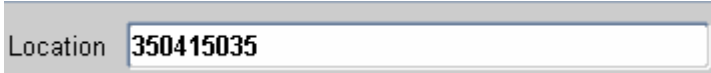

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
4 (cont)	<p>Agency Group: This is the owning Agency, i.e., NV09. (Block 47 on the NPA). Select the Agency and click the <OK> button</p> 
5	<p>The Position window reopens. Click the cursor to the Organization data field.</p> 
6	<p>Click the LOV's icon to open the Organization window. Place a % in the Find window, then click the <FIND> button.</p> 

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Building a Virtual Position, Continued



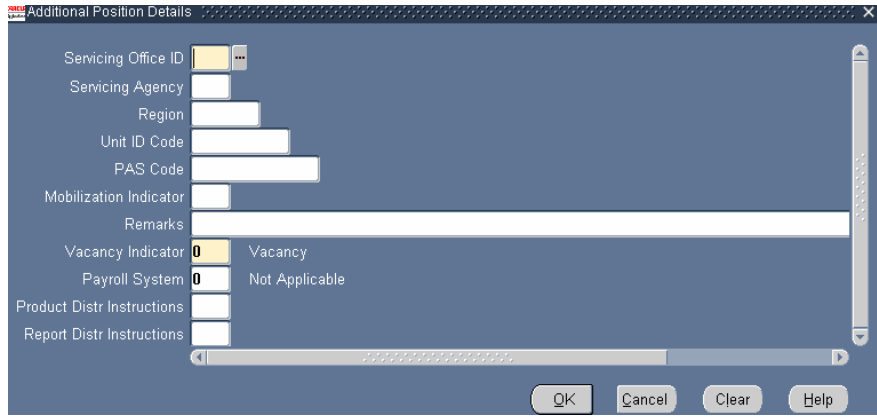


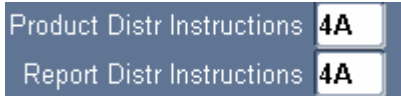
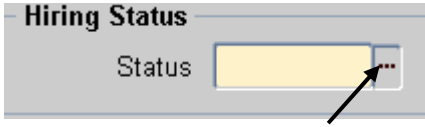
Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
7	<p>Highlight the Organization of choice and then click the <OK> button</p> 
8	<p>The Position window reopens with the Organization data fields populated.</p>  <p>Note: Organizations are centrally maintained at the UIC (specific to all DoD components except Air Force) and PAS Code (specific to Air Force and Air National Guard) level. Contact your Component for adding an organization not on the list.</p>
9	<p>The Location data field auto populates from the selection of the organization.</p> 
10	<p>Click the cursor to the Job data field. Enter the four digits of the occupational series (for military: 0002; external user: 0003) and Press Enter. Or click the LOV's icon  to open the Job window to make the selection.</p>

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Building a Virtual Position, Continued


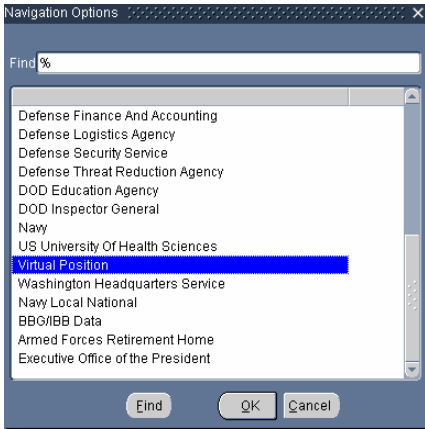
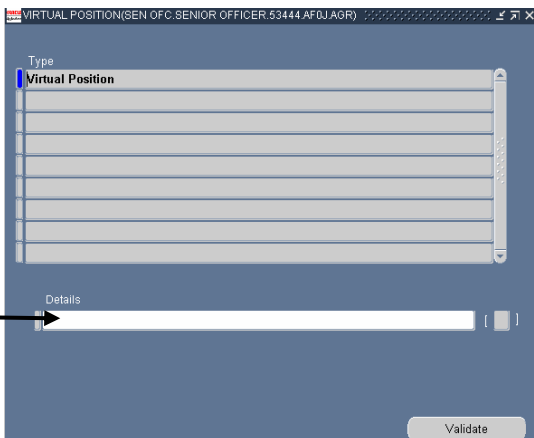
Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
10	<p>The Numerical Code and Occupational Series displays.</p> 
11	<p>Click the Descriptive Flexfield “[]” to add additional position details.</p> 
12	<p>The Additional Position Details window opens. Tab to each data field and use the LOV's to enter the appropriate data.</p>  <p>Click the <OK> button</p>
 	<p>Note: <i>Product Distr Instructions</i> and <i>Report Distr Instructions</i> are based on Servicing Office ID and populate during the initial entry.</p>  <p>Caution: If you do not manually change the defaults of these two elements, subsequent changes populate them. However, if you do override either of these two elements, and later change the Servicing Office ID, you must ensure the codes are correct and make changes if required.</p>
13	<p>The Position window reopens. Place the cursor in the Status data field and click the LOV's icon to select an Availability Status.</p>  <p>Click the <OK> button.</p>

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Building a Virtual Position, Continued

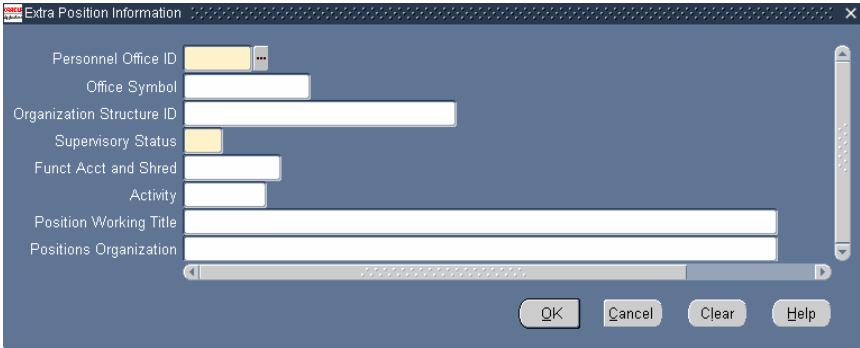

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
14	Click the Save icon  in the main menu to save work.
15	Click < O thers> button on the Position window. The Navigation Options window opens.
16	Select the Virtual Position and click the < OK > button. 
17	The Extra Position Information Flexfield window opens. Click in Details Box . 

Continued on next page

Building a Virtual Position, Continued

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
18	<p>There are only 2 required data fields, POI, and Supervisory status Tab to each data field using the LOV's to enter the appropriate information.</p>  <p>Click the <OK> button.</p>
19	Click the Save icon  from the main menu to save work.
20	Click the <Validate> button in the position window.
21	Click the X on the top right-hand corner of the window to return to the main Position window.
	The <i>Status</i> is now “Valid.”